

December 8, 2015

Royalton Hartland Community Library Quarterly Meeting

The quarterly meeting of the Royalton Hartland Community Library Board of Trustees was held Monday, December 14, 2015.

Members present were: Ken Belfield, Gretchen Lang, Melane Shuttleworth, Amy Monti, Gretchen Schweigert, Debbie Brown, Margaret Allen, and Library Director, Sonora Miller.

The meeting began at 7:05, followed by the pledge to the flag. There was no public in attendance.

The minutes of the September meeting were read and approved.

Library Director's Report

Sonora distributed the 2015 Handbook for Library Trustees. She explained a new offer through NIOGA called Hoopla. With Hoopla you can instantly download movies, music, eBooks and more with your library card. Sonora's comprehensive report is on file at the library. Some highlights of the report include collection development, programming and outreach to the community. Sonora has attended a number of conferences recently that are detailed in her report. A concern at the present is the low number of children attending the Little Storytime.

Treasurer's Report

There was no treasurer's report as Jo Anne was absent.

Friends

Melane reported on the recent activities of the Friends. There was an organizational dinner/meeting on November 6th. Rebecca Schweigert will be the new president of the Friends. Decorations for the Library's Christmas tree in the park were made by children at the Lego and Chess clubs as well as by Friends. The Friends Christmas party was held on December 2nd. The used book sales at the Concert and Santa evenings totaled \$80.00. The Jurassic Park movies will be shown December 29th and 30th. The beautification committee has decorated for Halloween, Thanksgiving and Christmas.

Building and Grounds

Electrical updates are an immediate concern. An estimate of work that needs to be done was received from Able Electric. Three priority areas will be addressed right away, and then we will get other bids for the remaining work. A motion was made by Debbie and seconded by Amy to spend approximately \$1200 for the three immediate electrical issues. Motion was passed.

Rose Memorial

Sue Ann reported on the progress of the memorial. Most of the work has been completed. We are waiting for the bookcases to be delivered. Thanks to the committee consisting of Sue Ann, Melane, Amy and Sonora.

Discussions

- Sonora presented the job description for a part time library clerk. We will be advertising in local media.
- Evaluation of staff will be done by Sonora before the end of the budget year. A sample form for this evaluation was presented.
- We will need to have an audit performed probably after April. Holly Rausch will be contacted for recommendations of an independent CPA to do the audit.
- Reviewed and approved the holiday closings for 2016. Motion made by Amy, second Melane and passed.
- Motion to renew Ancestry.com made by Debbie and seconded by Gretchen Lang and passed.
- Weather related closings. If school is closed for inclement weather, the library will be closed. If there is weather that would endanger staff and patrons on evenings and Saturdays when school is not in session, the decision to close will be made by Sonora.
- Discussion of possible "Little Free Library" to be built for this summer. Possible locations were discussed. Motion was made by Gretchen Schweigert and seconded by Debbie to approve the building of a little library. Passed
- Fidelis Care will be available for consultations at the library on Mondays from 11-2 in the downstairs of the library.
- We may need to change out meeting schedule in the future to meet more often. Discussion ongoing.

Motion to adjourn was made by Debbie and seconded by Gretchen Lang. The meeting was adjourned at 9:15

Respectfully submitted,

Margaret Allen